

**UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANJAB UNIVERSITY SSG REGIONAL CENTRE
UNA ROAD, BAJWARA, HOSHIARPUR (PB.)-146021**

Guidelines For Mid Term Industrial Training Report

Text:

The text should be typed in **12 font size, Times New Roman style in 1.5 spacing** and must be printed on **both sides of A4 size page**. The main heading should be of Times New Roman font **size 14 (sub heading 12) and Bold**. The captions for figures should be typed at its bottom (**10 bold**); for example 6th figure in Chapter 5 should be captioned as “**Fig. 5.6 Title of Figure**”. The captions for tables should be typed at its top (**10 bold**); for example 8th table in Chapter 2 should be captioned as: “**Table 2.8 Title of Table**”.

Arrangement of Contents of Project Report:

Mid Term Training report must be arranged in the following sequence:

1. Cover Page or Title Page
2. Signed Copy of Training Joining Details (Annexure-3)
3. Abstract
4. Table of Contents
5. List of tables
6. List of Figures
7. List of Symbols, Abbreviations
8. Chapters I, II...
9. Appendices
10. References

Chapters, Sections and Sub-sections:

Depending on the contents, whole training report should be divided in 4 to 6 chapters. **Chapter 1 should be of ‘Introduction’ and last chapter should have ‘Conclusion and Future Scope’**. In between chapters should have training and project details along with results and discussion. The numbering of Chapters, sections and sub-sections should be done using Arabic numerals and further decimal notation should be used for numbering

the sections and sub-sections within a chapter. For examples sub-section 5 under section 2 belonging to chapter 3 should be numbered as 3.2.5

Page, Dimensions and Margin:

Final report should be printed double sided on standard A4 size (210mm × 297mm) paper. The report should have the following page margins:

- Top, Bottom and Right side: 25 mm (1 inch)
- Left side: 32 mm (1.25 inches)

Page Numbering:

All page numbers should be typed at the center of bottom of page. The preliminary pages of the report (such as Title page, Acknowledgement, Table of Contents, List of tables and figures, Notations, Abbreviations etc.) should be numbered in lower case Roman numerals.

Binding Specifications

Mid Term Training Report to be submitted may be spiral bound.

FORMAT OF COVER PAGE

**A REPORT ON
TITLE OF TRAINING (24pt)
At
Company Name (22pt)**

SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD DEGREE OF (12pt)

BACHELOR OF ENGINEERING (14pt)

IN

.....(Branch Name)..... (14pt)

BY

NAME OF STUDENT (14pt)
(ROLL NO.)



DEPARTMENT OF

**UIET, PANJAB UNIVERSITY SSG REGIONAL CENTRE,
HOSHIARPUR-146021, Punjab (INDIA)
(Year)**

Sample for table of contents:**CONTENTS**

S.No.	Title	Page No.
1	Abstract	i
2	Table of Contents	iii
3	List of Figures	iv
4	List of Tables	v
5	List of Symbols	viii
6	List of Abbreviations	xi
Chapter 1	Introduction	1
1.1	asaskdjasjd	1
1.2	jaskjasxj	1
1.2.1	bkasjsal	2
1.3	sahdasjd	3
1.3.1	fghfjhhk	4
1.3.2	bkasjsal	5
1.4	kasjcbasj	5
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Chapter 2	Chapter Title	8-25
2.1	jhasdjlaskjdk	8
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Sample for list of figures**LIST OF FIGURES/TABLES**

Fig. No.	Title	Page No.
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2.2	ettjyuu	31

Sample for list of tables**LIST OF TABLES**

Table No.	Title	Page No.
1.1	rdgfhg	5
1.2	sdfgtr	7
1.3	dfggttg	10
1.4	ytryyy	15
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